

# **InTech Collegiate High School Board of Governors**

## Meeting Minutes

***November 13, 2007***

*Board Members Present:* Gary Carlston, Nancy Kennedy, Allyson Saunders, Jim Barta, Debora Seiter

*Excused Members:* Gayle Bowen, Deborah Hobbs

*Staff Present:* Steve Zsiray, Megan Izatt

*Public:* Jim Peterson

*Next meeting:* December 11, 2007

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### **I. Announcements**

Next Board Meeting: December 13, 2007 at 1:00 pm.  
Debora Seiter has joined the Board as the new parent representative.

### **II. Summary**

Approval of Minutes: The minutes from October 9 were discussed and approved.  
Monthly Expenditures for October: The Board discussed the monthly expenditures and tabled until next meeting.  
Approval of Auditor's Report: Tabled until next meeting.  
Approval of Personnel: Mary Heers has been approved to teach English 1010 for next semester.  
Approval of Policies: The electronic high school policy and the school activity travel policy were discussed. The policy for the electronic high school was passed, and the activity travel policy was tabled until next meeting.  
Approval of Board Bylaws: The inclusion of a liability clause was tabled until next meeting.  
Budget Discussion: The Board discussed the yearly budget.  
Focus Group Report: Debbie gave a brief report on the focus groups held with parents and students.  
Principal's Report: Steve gave a brief report on how the school is doing.

### **III. Discussion**

The minutes from October were discussed.

The monthly expenditures from October were discussed. Questions were asked concerning our payment to the U.S. Treasury. Why have we paid the U.S. Treasury a late penalty for two month? Steve is being paid part of his salary from the TAH grant. The auditors informed Steve that he may take 10% from the grant for Salary. The Board looked over the record of employee salaries. Some employees are listed twice, why? The Board would also like an explanation of the 401k company match

designation? How does the company contribution exactly work and how is it being listed on the expenditures? Also, where are the employee AFLAC contributions and flex spending being listed? This item was tabled until next month when Ashlee can report to the Board regarding the above questions.

The Board received a written copy of the management report and a copy of the financial report for the year ending in June 2007 from Wiggin's and Company. Due to schedule conflicts the auditors were not able to be present to provide their oral report. The Board will receive an oral report from the auditors at December's meeting. The recommendations from the management report were discussed as well.

Steve would like to hire Mary Heers to come in and teach the English 1010 class next semester. Steve and Mary agreed to a sum of \$2,500 for the full semester.

School policies for the electronic high school (EHS) and school activity travel policy were discussed. The EHS policy reads as: "InTech Collegiate High school will have a proctor available on campus for EHS tests." The school activity travel policy was discussed. This policy was tabled until next meeting due to needing more work.

The decision to add a liability clause to the Board bylaws was tabled until next meeting.

The budget was discussed. The state October 1<sup>st</sup> count came back as us having 131 students enrolled, not 132. This moves our deficit to \$44,759.72. Also, Woodbury stated that the new lease payment will begin December 1, 2007.

Steve discussed the principal's report. The Golden Corral Fundraiser went really well. The school raised about \$1300 for the PTO. The faculty is has been handed a textbook survey so the school will know what is in each classroom.

#### **IV. Action Items**

Allyson motioned that the minutes from October be approved. Nancy seconded the motion, and the minutes were unanimously approved.

Jim motioned that Steve, with the help of Jim Peterson; make the recommended changes from the auditor's management report. Debbie S. seconded the motion and Jim's motion was unanimously accepted.

Allyson motioned that the Electronic High School policy be passed with the noted changes above. Frank seconded the motion and the policy was unanimously passed.

Jim motioned for the meeting to adjourn at 3:45 pm. Nancy seconded the motion, and the meeting was adjourned.